



बिहार गजट

असाधारण अंक

बिहार सरकार द्वारा प्रकाशित

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सूचना प्रावैधिकी विभाग

संकल्प

8 अप्रील 2013

विषय:- e-Tendering/e-Procurement प्रणाली में निविदा प्रपत्र का मूल्य, विड प्रोसेसिंग फीस एवं अग्रधन की राशि e-Payment विधि से प्राप्त किये जाने के संबंध में।

[Submission of the Tender Paper/ BOQ/Bid Processing Fee & Earnest Money through e-Payment Gateway under e-Tendering/e-Procurement System- reg.]

वित्त विभाग के संकल्प-सह-पठित ज्ञापांक-एम०-४-११/०९-५१८८ वि. (२) दिनांक 15.06.2009 द्वारा राज्य में रु० 25.00 लाख से अधिक की निविदायें e-Tendering/e-Procurement के माध्यम से प्राप्त करने की व्यवस्था लागू की गई है, जिसकी जिम्मेवारी सूचना प्रावैधिकी विभाग को सौंपे जाने के साथ-साथ उक्त प्रक्रिया के सम्पादन हेतु स्टेट नोडल एजेन्सी बेल्ट्रॉन को राज्य सरकार की ओर से प्राधिकृत किया गया है। e-Tendering/e-Procurement प्रणाली में e-Payment की व्यवस्था नहीं रहने के कारण पूर्व की पारम्परिक व्यवस्था के अनुरूप निविदाओं के परिमाण विपत्र का मूल्य (बैंक ड्राफ्ट के रूप में) तथा अग्रधन की राशि (यथा निदेशित बैंक गारन्टी, पासबुक आदि के रूप में) जमा करने हेतु संबंधित संवेदक अथवा उनके प्रतिनिधि को कार्य से संबंधित कार्यालय में जाने की बाध्यता बनी रहती है। जिस कारण से e-Tendering/ e-Procurement प्रणाली से निष्पादित की जाने वाली निविदाओं हेतु निरूपित उद्देश्य की प्राप्ति शत-प्रतिशत नहीं हो पाता है। इस कारण पथ निर्माण विभाग, बिहार, पटना के द्वारा e-Tendering/

e-Procurement प्रणाली में निविदा प्रपत्र का मूल्य, विड प्रोसेसिंग फीस एवं अग्रधन की राशि e-Payment विधि से प्राप्त करने के प्रावधान को बिहार लोक निर्माण संहिता की नियम-161(क) एवं 161 (ख) के रूप में समाहित करने तथा तदनुसार बिहार लोक निर्माण लेखा संहिता एवं Procurement of Civil Works हेतु उपलब्ध Standard Bidding Document की सुसंगत नियमों में भी उपर्युक्त प्रावधान को सम्मिलित किये जाने हेतु निर्णय पथ निर्माण विभाग बिहार, पटना ने अपने संकल्प संख्या-सह-पठित ज्ञापांक-प्र०-६/निविदा-(उ०बि०)-०१/२००६- ९५३५(एस) दिनांक 23.08.2011 द्वारा लिया है।

2. उक्त निर्णय के फलस्वरूप e-Tendering/e-Procurement प्रणाली में e-Payment की व्यवस्था लागू किये जाने पर परिमाण विपत्र का मूल्य, अग्रधन की राशि इत्यादि जमा करने हेतु निविदाओं से संबंधित परिमाण विपत्र का मूल्य/अग्रधन की राशि आदि जमा करने हेतु संवेदक को कार्यालय में आने की आवश्यकता नहीं होगी। संबंधित संवेदक e-Tendering/e-Procurement प्रणाली के माध्यम से वांछित परिमाण विपत्र का मूल्य/अग्रधन की राशि इत्यादि सुगमतापूर्वक जमा कर पायेंगे।

3. प्रधान सचिव, वित्त विभाग, बिहार, पटना की अध्यक्षता में यह निर्णय लिया गया है कि e-Tendering/e-Procurement प्रणाली में e-Payment को बिहार राज्य इलेक्ट्रॉनिक विकास निगम लि०, बेल्ट्रॉन, पटना के माध्यम से लागू किया जाय। (**e-Tendering/e-Procurement प्रणाली हेतु e-Payment से संबंधित दिशा- निर्देश संलग्न**)।

4. उक्त प्रक्रिया का क्रियान्वयन निम्न रूप में किया जायेगा :—

- (i) **BSEDC Processing Fee** :- निविदा आमंत्रण के क्रम में निविदाकारों को e-Payment Mode के लिए निर्धारित शूल्क बेल्ट्रॉन के बैंक खाते में जमा करना होगा, जो कि (Non-Refundable) अप्रत्यर्पणीय होगा।
- (ii) **Form/BOQ Fee** :- निविदा हेतु Form/Bill of Quantity (BOQ) शूल्क e-Payment Mode के माध्यम से देय होगा, जिसे संबंधित विभाग बेल्ट्रॉन के Tender Fee Pool Account में हस्तांतरित करेंगे। Fee/BOQ हेतु निर्धारित शूल्क एक बार निविदाकार के द्वारा जमा करा दिया जाता है तो उसे वापस नहीं किया जायेगा।
- (iii) **EMD Payment Option** :- किसी भी निविदा में अग्रधन की जमा राशि को e-Payment Mode या Physical Mode/Manual Payment System में प्रदान किया जा सकता है।
- **Physical Mode of Submission** :- यदि कोई निविदाकार Physical Mode के माध्यम से अग्रधन की राशि जमा कराना चाहता है तो सर्वप्रथम e-Procurement के मूल Website पर जा कर NSC/KVP/ FD/Term Deposit Pass Book/BG इत्यादि को स्कैन कर के दस्तावेज को जमा करा सकता है।
- वर्तमान में अग्रधन की राशि विभाग जिस कार्यालय के द्वारा प्राप्त करने की कार्रवाई कर रहा है। उस चिन्हित कार्यालय हेतु के समय तक उक्त मूल दस्तावेज की हार्ड कॉपी को निविदा प्राप्ति की अंतिम तिथि के अगले कार्य दिवस तक समर्पित किया जा सकता है।
- **e-Payment Mode** :- यदि कोई निविदाकार e-Payment के माध्यम से अग्रधन की राशि जमा कराना चाहता है तो उसे उक्त राशि को बिहार राज्य इलेक्ट्रॉनिक विकास निगम लि०, पटना खाते में Debit Card/Credit Card/RTGS/NEFT एवं Internet Banking के माध्यम से जमा करना होगा, जिसे स्टेट नोडल एजेन्सी संबंधित विभाग के केन्द्रीय खाते में हस्तांतरित करेगा।
- **Process for Refund of EMD** : निविदा प्राधिकारी ई.-निविदा प्रणाली में संबंधित निविदा के लिए Online मोड में निविदा निष्पादन की प्रक्रिया को पूरा करेगा।
- तत्पश्चात निविदा प्राधिकारी अग्रधन की राशि की वापसी के लिए प्रत्येक निविदा के साथ ई.-निविदा प्रणाली में उपलब्ध लिंक के माध्यम से सूचना उत्पन्न करेगा।
- इस सूचना की एक प्रति चयनित/अधिकृत बैंक, विभाग के नोडल पदाधिकारी तथा स्टेट नोडल एजेन्सी बिहार राज्य इलेक्ट्रॉनिक्स विकास निगम लि०, पटना को निविदा प्राधिकारी के द्वारा ईमेल के माध्यम से जानकारी हेतु उपलब्ध कराया जायेगा।
- निविदा प्राधिकारी द्वारा उत्पन्न रिपोर्ट के अनुसार निविदा प्राधिकारी नीचे उल्लेख किये गये प्रक्रिया का पालन करेंगे।
- **If the EMD received vide e-Payment** : अग्रधन की राशि वापसी के लिए निविदाकार विभाग के नोडल अधिकारी या प्राधिकृत पदाधिकारी को सूचित करेंगे। जिसके आधार पर विभाग के द्वारा प्राधिकृत पदाधिकारी बेल्ट्रॉन के चयनित/अधिकृत बैंक खाते में से अग्रधन की राशि की वापसी हेतु

निविदाकारों के पक्ष में सूचित करेंगे। विभाग से सूचना प्राप्त होने के बाद चयनित / अधिकृत बैंक प्राप्त आवेदन पर कार्रवाई करते हुए ईमेल के माध्यम से वापसी संबंधी कार्रवाई कर विभाग को सूचित करेगा।

5. अतः वर्णित परिवेश में e-Tendering/e-Procurement प्रणाली में निविदा प्रपत्र का मूल्य, विड प्रोसेसिंग फीस एवं अग्रधन की राशि e-Payment विधि से प्राप्त करते हुए निविदा/BOQ Fee/अग्रधन जमा करने की राशि/बेल्ट्रॉन का Bid Processing Fee को e-Payment Mode में निम्नांकित माध्यमों से जमा किया जा सकता है :—

- ❖ Internet Payment Getway (Credit/Debit Card)
- ❖ Internet Banking
- ❖ NEFT/RTGS

आदेश :- आदेश दिया जाता है कि इस संकल्प को राजकीय राजपत्र के असाधारण अंक में प्रकाशित किया जाय और इसकी प्रति सभी विभाग/विभागाध्यक्ष/प्रमंडलीय आयुक्त/जिलाधिकारी/अनुमंडलाधिकारी को सूचना एवं आवश्यक कार्रवाई हेतु भेजी जाय।

बिहार-राज्यपाल के आदेश से,
अरुण कुमार सिंह,
सरकार के प्रधान सचिव।

e-Payment System for e-Tendering Process for the submission of the BSEDC Processing Fee, Tender/BOQ Fee and Earnest Money Deposit (EMD)

After the implementation of e-payment system the BSEDC Service will be paid separately by each bidder for each tender. So in case of e-Payment bidder have to update three links in the e-Procurement Portal for every tender he wishes to participate.

1) For BSEDC Service Charge - It will include the service tax also.

Pay the BSEDC Service Charge as follows:-

- Click on the update Tender Processing Fee Detail Link.

If a bidder wishes to pay through Card then:-

- Click on link “Internet Payment Gateway (Credit/Debit Card)”.
- Then Click on pay now button after which he will select the card type (i.e. Master or Visa).
- After selecting the card he will get the fields Card Number, Expiry Date, Security Code for the updating. After updating bidder will click on “Pay Now” button.
- Then he has to enter the “Secure Code” and click on submit button. After this the payment will be credit into the BSEDC Processing Fee account and bidder will get the reference no. which will also automatically update in the Tender Processing Fee Detail link of the respective Tender.

If a bidder wishes to pay through Internet Banking then:-

- Click on link “Internet Banking”.
- Then Click on pay now button after which he will be directed to Selected/Authorised Bank Internet banking Portal.
- Then the bidder will login with his Internet Banking User-Id and Password. Then again he will verify the payment detail and click on Pay button.
- After this he will have to authenticate/validate the transaction.
- Once the bidder will validate the transaction the payment will be processed and credited into BSEDC Processing Fee account and bidder will get the reference no. which will also automatically update in the Tender Processing Fee Detail link of the respective Tender.

If a bidder wishes to pay through NEFT/RTGS then:-

- Bidder will generate the challan by Clicking on link “NEFT/RTGS Challan” link.

Note: - The challan will contain the account number (some of the last digit of this account no. vary according to the tender for which bidder is wishing to

participate) so for every tender bidder gets the link for the generation of the challan through the respective tenders only. Based on this account no. it will be identified from the report that for which tender bidder has made the payment.

- Then bidder will take the challan print out and fill it accordingly and after which he has to visit the bank during the banking hours for the payment.
- The banker will provide the “Reference No.” to the bidder in the bidder challan copy.
- Then the bidder will login in to the e-Tendering portal and update the below mentioned field by clicking on “Tender Processing Fee Details”
 - Update the fields there i.e Mode of Payment is selected from the options.
 - Enter the REF No. provided by the banker
 - Enter the Date.

Amount is reflected automatically as described by the tendering authority during the time of online tender creating.

- Once the bidder will make the payment at the Bank it will be deposited into the BSEDC Processing Fee account as per RBI described time line on real time basis.

The same is the process for OTC, in this bidder have to click on OTC Challan Link in spite of NEFT RTGS Challan Link.

2) For Tender/BOQ FEE -

Pay the Tender/BOQ Fee as follows:-

- Click on the update Form Fee Detail Link.

If a bidder wishes to pay through Card then:-

- Click on link “Internet Payment Gateway (Credit/Debit Card)”.
- Then Click on pay now button after which he will select the card type (i.e. Master or Visa).
- After selecting the card he will get the fields Card Number, Expiry Date, Security Code for the updating. After updating bidder will click on “Pay Now” button.
- Then he has to enter the “Secure Code” and click on submit button. After this the payment will be credit into the BSEDC Tender Fee Pool account and bidder will get the reference no. which will also automatically update in the Tender Fee Detail link of the respective Tender.

If a bidder wishes to pay through Internet Banking then:-

- Click on link “Internet Banking”.
- Then Click on pay now button after which he will be directed to Selected/Authorised Bank Internet banking Portal.
- Then the bidder will login with his Selected/Authorised Bank Internet Banking User-Id and Password. Then again he will verify the payment detail and click on Pay button.
- After this he will have to authenticate/validate the transaction.
- Once the bidder will validate the transaction the payment will be processed and credited into BSEDC Tender Fee Pool account and bidder will get the reference no. which will also automatically update in the Tender Fee Detail link of the respective Tender.

If a bidder wishes to pay through NEFT/RTGS then:-

- Bidder will generate the challan by Clicking on link “NEFT/RTGS Challan” link.

Note: - The challan will contain the account number (some of the last digit of this account no. vary according to the tender for which bidder is wishing to participate) so for every tender bidder gets the link for the generation of the challan through the respective tenders only. Based on this account no. it will be identified from the report that for which tender which bidder has made the payment.

- Then bidder will take the challan print out and fill it accordingly and after which he has to visit the bank during the banking hours for the payment.
- The banker will provide the “Reference No.” to the bidder in the bidder challan copy.
- Then the bidder will login in to the e-Tendering portal and update the below mentioned field by clicking on “Tender Fee Details”
 - Update the fields there i.e Mode of Payment is selected from the options.
 - Enter the REF No. provided by the banker
 - Enter the Date.

Amount is reflected automatically as described by the tendering authority during the time of online tender creating.

- Once the bidder will make the payment at the Bank it will be deposited into the BSEDC Tender Fee Pool account as per RBI described time line on real time basis.

The same is the process with OTC in this bidder have to click on OTC Challan Link in spite of NEFT RTGS Challan Link.

Note: - This Tender/BOQ fee will be transferred to the respective department central account on the next day of the payment received in BSEDC Pool account. For this the user departments have to provide their Bank Account No. in which this payment received is required to be deposited.

3) For EMD- The payment for EMD can be exercised through any mode i.e. manual payment system as going at present according to PWD prescribed code or may also be paid through e-Payment as described below

In case of manual payment system:-

Scan the original hard copy and upload in the e-Procurement website to the respective tender after login through their e-Tendering user-id.

- Click on the update EMD Details Link.
- Update the fields there i.e Mode of Payment is selected from the options.
- Enter the DD/REF No.
- Enter the Date
- Amount is reflected automatically as described by the tendering authority during the time of online tender creating.

The original hard copy of the EMD, which may be a DD/NSC/KVP/BG or any other mode as prescribed under PWD code, is submitted in the office within the next working day before tender opening time.

In case of e-payment system:-

- Click on the update EMD Detail Link.

If a bidder wishes to pay through Card then:-

- Click on link “Internet Payment Gateway (Credit/Debit Card)”.
- Then Click on pay now button after which he will select the card type (i.e. Master or Visa).

- After selecting the card he will get the fields Card Number, Expiry Date, Security Code for the updating. After updating bidder will click on “Pay Now” button.
- Then he has to enter the “Secure Code” and click on submit button. After this the payment will be credit into the respective department account (for this the user departments need to open a account with Selected/Authorised Bank) and bidder will get the reference no. which will also automatically update in EMD Detail link of the respective Tender.

If a bidder wishes to pay through Internet Banking then:-

- Click on link “Internet Banking”.
- Then Click on pay now button after which he will be directed to Selected/Authorised Bank Internet banking Portal.
- Then the bidder will login with his Selected/Authorised Bank Internet Banking User-Id and Password. Then again he will verify the payment detail and click on Pay button.
- After this he will have to authenticate/validate the transaction.
- Once the bidder will validate the transaction the payment will be processed and credited into the respective department account and bidder will get the reference no. which will also automatically update in EMD Detail link of the respective Tender.

If a bidder wishes to pay through NEFT/RTGS then:-

- Bidder will generate the challan by Clicking on link ‘NEFT/RTGS Challan’ link.

Note: - The challan will contain the account number (some of the last digit of this account no. vary according to the tender for which bidder is wishing to participate) so for every tender bidder gets the link for the generation of the challan through the respective tenders only. Based on this account no. it will identified from the report that for which tender which bidder has made the payment.

- Then bidder will take the challan print out and fill it accordingly and after which he has to visit the bank during the banking hours for the payment.
- The banker will provide the “Refrence No.” to the bidder in the bidder challan copy.
- Then the bidder will login in to the e-Tendering portal and update the below mentioned field by clicking on “EMD Details”
 - Update the fields there i.e Mode of Payment is selected from the options.
 - Enter the REF No. provided by the banker
 - Enter the Date.

Amount is reflected automatically as described by the tendering authority during the time of online tender creating.

- Once the bidder will make the payment at the Bank it will deposited into the respective department account as per RBI described time line on real time basis.

The same is the process with OTC in this bidder have to click on OTC Challan Link in spite of NEFT RTGS Challan Link.

Note: - For this the user departments need to open the account with Selected/Authorised Bank for complete automated process i.e. for the collection of EMD and its refunding (to

unsuccessful bidder) after the award of the tender to the successful bidder or if the tender is cancelled due to some reason.

Refund of BSEDC Processing Fee and Tender/BOQ Fee:-

Once the BSEDC Processing Fee or Tender/BOQ Fee is deposited by the bidder then the fee will be non refundable whether the bidder don't participate for the tender or he withdraw from the tender.

Refund of EMD:-

- The tendering authority will complete the process of awarding of the tender in online mode, to the respective bidder in the e-Tendering system.
- Then the tendering authority has to generate the report for the EMD refund through the link available with each tender in the e-Tendering system.
- This report will be sent by tendering Authority through e-Mail to Selected/Authorised Bank and Department Nodal Officer with a copy to BSEDC (for information).
- As per the report generated by the tendering authority, the tendering authority will follow the below mentioned process.
- **If the EMD received vide physical mode:-**
 - The department officer has to refund the EMD by the same process as it is now.
- **If the EMD received vide e-Payment:-**
 - The tendering authority has to inform for the refund of the EMD to its department nodal officer/authorized signatory through system auto generated e-Mail.
 - Based on the report received through e-Mail by tendering authority, the Nodal officer will instruct Selected/Authorised Bank for the refund of the EMD amount of the respective bidder through e-Mail..
 - Based on the information received, Selected/Authorised Bank will match the report received from the department and the received e-mail from the e-Tendering application and then the refund of the EMD should be processed.
 - Selected/Authorised bank will provide the refund information to the respective department and BSEDC Ltd.

Online verification of BSEDC Processing Fee, Tender/BOQ Fee and EMD by the tendering authority:-

After opening of the tender the tendering authority will generate the BSEDC Processing Fee report, Tender/BOQ Fee report and EMD report through the e-Procurement Portal based on which the tendering authority will verify the BSEDC Processing Fee, Tender/BOQ Fee and EMD in e-Tendering portal for each of the participated bidder and process further.

अधीक्षक, सचिवालय मुद्रणालय,

बिहार, पटना द्वारा प्रकाशित एवं मुद्रित।

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